



INSTRUCTIONAL DESIGNER (TECHNOLOGY)
CPOST

Final Filing Date: 04/23/09

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Department of Corrections and Rehabilitation
Office of Selection Services Office of Selection Services
P.O. Box 942883 1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95811-7243
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS APRIL 23, 2009 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: February 23, 2009
\$4,833 - 5,874

MINIMUM QUALIFICATIONS Either I
One year of experience in the California state service performing instructional design duties, using interactive videodisc technology, in a classification at a level equivalent to that of Training Officer I.

Or II
Experience: Three years of progressively responsible pertinent professional experience above the trainee level which must have included responsibility for the design of instructional systems integrating adult learning principles and advanced technology.
(Experience in the California state service applied toward this pattern must include at least one year performing these duties in a class with a level of responsibility equivalent to that of Training Officer I.)

And
Education: Equivalent to graduation from college.

Additional Desirable Qualifications: Proven record of experience in the development, design and implementation of advanced technology applications in training, including interactive videodisc, computer simulation, and computer- based training; familiarity with law enforcement training needs and practices.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION PLAN INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

Candidates who meet the "Minimum Qualifications" will be mailed a supplemental application designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY. Candidates who do not return the completed supplemental application will be eliminated from this examination.

EXAMINATION
PLAN
(CONTINUED)

Supplemental Application -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
1. Adult learning principles and effective training methodologies
 2. Evaluation techniques and strategies
 3. Measurement techniques
 4. Training needs assessment methodologies
 5. Design of advanced technology applications in training, including interactive videodisc, computer-based training, and instructional television
- B. Ability to:**
1. Evaluate instructional objectives and course content and match with instructional methodologies (interactive videodisc, telecourse/teleconferencing, computer-based training, stimulation, role playing, lecture, etc.) that maximize mastery of subject matter and/or skill development by students
 2. Assess identified training needs
 3. Design, implement, and manage effective instruction, including course content, incorporating adult learning principles, measurement techniques (testing) advanced technology and multimedia systems
 4. Design, develop and organize telecourse/teleconference curricula, presentation strategies and visuals in a format suitable for presentation via satellite
 5. Effectively use computer authoring systems and programming languages to develop courseware for a variety of technical subjects.
 6. Evaluate a variety of graphics software and applications, selecting the most suitable for particular instructional projects
 7. Update existing interactive videodisc instructional programs and design, develop, implement and manage new programs for delivering training
 8. Effectively explain concepts such as assessment of training needs, adult learning principles, advanced technology training applications, measurement techniques, and instructional design concepts to law enforcement executives, managers, trainers, academy directors, and subject matter experts, public and private sector advanced technology consultants, and POST staff
 9. Establish and maintain corporative relations with those contacted in the work
 10. Work effectively as a member of a team and communicate effectively with Instructional Systems Engineer, video producers, and POST Law Enforcement Consultants
 11. Interpret complex technical information, laws, rules, standards, and procedures
 12. Communicate effectively verbally and in writing

ELIGIBLE LIST
INFORMATION

The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

Instructional Designers (Technology) CPOST, consult with law enforcement agencies, institutions of higher learning, and training presenters to determine the scope of specific training requirements and advisability of using various training technology applications and delivery systems.

Position(s) exists with the Department of Corrections and Rehabilitation within Sacramento County.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation's Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS